

STATE OF WASHINGTON
DEPARTMENT OF LICENSING

**WASHINGTON BOARD OF REGISTRATION FOR
LANDSCAPE ARCHITECTS**

**MINUTES
SPECIAL BOARD MEETING**

DATE: October 19, 2007

TIME: 9:30 a.m.

LOCATION: WSU Spokane
Phase 1 Bldg, Room 131
668 North Riverpoint Blvd
Spokane, WA

9:33:42 AM

Present: Chair Thomas Sherry
Vice Chair James Yap
Secretary Clyde Haase
Member Fred Glick

Absent: None

Also Present: Board Executive Joe Vincent
Program Manager Lorin Doyle
Administrative Assistant Elizabeth Stancil
Program Representative Kezia Prater
Management Analyst Sherri Lonsbery
AAG Martha Lantz

OPEN SESSION.....9:30 AM

1. Call to Order

1.1. Introduction of visitors 9:33:54 AM

No visitors were present.

1.2. Order of Agenda 9:34:52 AM

No changes were made to the agenda.

Curtis LaPierre of the Washington Chapter of the American Society of Landscape Architects (WASLA) will be joining us to give a presentation to the Board.

1.3. Approval of Minutes, September 4, 2007 Meeting 9:35:53 AM

Secretary Clyde Haase made a MOTION to accept the minutes as written. Vice Chair James Yap SECONDED and it was passed by a unanimous vote.

1.4. Review of Communications 9:36:28 AM

No Business

2. Hearings/Rule Adoptions/BAP Appeals/Public Presentations 10:48:09 AM

Curtis LaPierre of WASLA presented their strategy to introduce a Practice Act bill for the landscape architect profession in the 2008 legislative session.

Board members can choose to weigh in individually on this issue, but must clarify the opinion is their own and not that of the Landscape Architect Board.

Member Fred Glick made a MOTION to request that WASLA produce information in support of a Practice Act vs. Title Act. The report should demonstrate the benefits of a Practice Act over a Title Act and how it would work to improve the health, safety and welfare of the public. Vice Chair James Yap SECONDED and it was passed by a unanimous vote.

CLOSED / EXECUTIVE SESSION

3. Complaints / Investigations

No Business

4. Legal Issues and / or Deliberation

No business

OPEN SESSION

5. Disciplinary and Investigation Items 9:37:20 AM

Currently, there is one complaint file open and it is with the investigations unit at the Department of Licensing. Staff is waiting for a report from the investigator before they can move forward.

6. Assistant Attorney General's Report 9:39:59 AM

6.1. Public Records Presentation

7. Committee Reports 1:18:33 PM

Staff provided a draft of the Fall/Winter newsletter to all Board members for their review.

Staff Assignment: Staff will add the 2008 meeting dates and email another draft version to Board members for review before moving forward with publication.

8. Board Administrator's Report 1:21:08 PM

Mr. Vincent thanked staff for their efforts in the office while he was out on medical leave.

8.1. Board Operations

8.1.1. Statistics – Professions Status Report

This report was provided to the Board and we are still showing a large number of delinquent licensees.

8.1.2. Licensing trends

8.2. Administrative Matters/Legislation

8.2.1. Staff changes

Sherri Lonsbery is our new Management Analyst in the Landscape Architect program. She is a long time DOL employee and brings a great deal institutional knowledge to the section. She previously worked in the Public Protection Services Section as a Professional Licensing Manager. In her position with us her work here will include budget work, research, rules and compliant coordinator.

8.3. Business and Professions Division

8.3.1. Strategic Business Planning

8.4. Department of Licensing

The Board currently has a vacancy for the public member position. This is a very valuable position that helps to balance the Board and industry perspective. Staff has lost their contact at the Governor's office but there is existing staff with Board and Commission experience. It may be some time before they get that position filled.

Board Assignment: Mr. Vincent asked the Board members to encourage colleagues to apply with the Governor's office to serve on the Board.

8.5. Financial Report

8.6. Board / Staff Travel

8.7. Review of applications approved for licensure

8.8. Other items

9. Old Business 1:32:16 PM

9.1. Rule Draft - Stamp/Seal Use Draft

Status: Done. Will move forward

9.2. Rule Draft - Professional conduct

Status: Under Analysis. Will move forward

9.3. Review of "Guidelines for Officials" publication

All effected Boards are interested in updating this guidance document.

Board Assignment: Mr. Yap and Mr. Glick will review the "Guidelines for Officials" publication to see if there are updates that need to be made.

Staff Assignment: Staff will send copies of the pertinent sections of the publication to Board members.

9.4. Board review of applications 1:39:45 PM

Staff Assignment: Staff will write an analysis and recommendation to be presented at the next Board meeting.

9.5. Qualifying education

Same as above

9.6. CLARB Annual Meeting Report

Mr. Sherry reported that he felt the CLARB meeting in Cleveland, Ohio was well organized. Attendees made bylaw modifications and met the new executive director. Mr. Sherry is very impressed with the new executive director and the improvements made to the organization.

10. New Business 1:46:47 PM

10.1. Presiding officers for boards in adjudicative proceedings

Staff provided a draft policy for the Board to review and make a decision to adopt it or not.

Secretary Mr Haase made a MOTION to adopt the policy.
Vice Chair James Yap SECONDED and it was passed by a unanimous vote.

10.2. 2008 Meeting Calendar

Board meeting dates were set for 2008.

Staff assignment: Staff will update the calendar and forward it to Board members.

11. Other Business 2:01:33 PM

11.1. Review of master action item list

11.2. Action items from this meeting

Action items from this meeting will be added to the master list.

11.3. Agenda items for next meeting

A discussion will be held regarding whether to codify board meetings into our rules so they can be considered regular meetings.

11.3.1. Planning - AAG Presentation: Disciplinary Workshop

Staff Assignment: Staff will work with our Assistant Attorney General to create a Disciplinary Workshop to be given in the future. This meeting will take some time and will be separate from our regular or special Board meetings.

11.4. Any other business

No Business

12. Adjournment - 2:05:49 PM